

Contract User Guide for HSP41

HSP41: Laboratory Supplies & Equipment

UPDATED: 7/27/18

Contract #:	HSP41
MMARS MA #:	HSP41*
Initial Contract Term:	10/1/15 - 12/31/20
Maximum End Date:	two (2) one year extensions to 2022
Current Contract Term:	10/1/15 - 12/31/20
Contract Manager:	Peter Etzel 617-720-3397 peter.etzel@state.ma.us
This Contract Contains:	Small Business Purchasing Program, MBE/MWBE/WBE
UNSPSC Codes:	41-10-00 Laboratory and Scientific Equipment

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Laboratory Supplies & Equipment. This Educational, Healthcare, and Scientific Laboratory contract covers all laboratory supplies, equipment including peripherals, furnishings, and related services including: test result reporting, warranties, extended warranties, service & maintenance agreements, general repairs, technological upgrades, the establishment of consumable & reagent agreements for specific instrumentation, training on purchased equipment, and installation/setup/integration into existing systems for use in locations including but not limited to: clinical, environmental, educational, forensic, healthcare, and scientific laboratories. For major purchases costing \$50,000, or at the discretion of the purchaser for purchases of a lesser value, the purchaser will issue through COMMBUYS a Request for Quote (RFQ) to a minimum of three vendors active on contract HSP41 specifying the items and services to be purchased.

The products and services available include:

- laboratory supplies
- laboratory equipment, peripherals, and furnishings
- installation, setup & integration into existing systems of equipment, peripherals, and furnishings
- consumable and reagent agreements for specific instruments
- extended warranties, service and maintenance agreements
- technological upgrades
- training on purchased equipment
- general repairs
- test result reporting

UPDATES:

Contract Categories

This contract includes 9 categories of products/service as listed below.

- Category 1: Chemicals including reagents
- Category 2: Clinical Products & Supplies
- Category 3: Clinical Diagnostics Products & Supplies
- Category 4: Lab Equipment
- Category 5: Forensic & Environmental Products & Supplies
- Category 6: Lab Furnishings
- Category 7: Microbiology Products & Supplies
- Category 8: Safety Products Supplies
- Category 9: Scientific Educational Products & Supplies – designed for K-12, available to all purchasers

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Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products. Additional benefits of this contract include:

- Educational Category 9 better serves K-12 schools.
- Competitive published net price lists allow buyers to compare prices.
- Vendors may offer additional market share or \$ volume discounts.
- Vendors must work to provide free samples for product review or evaluation trials prior to purchase.
- Vendors must provide at no cost a reasonable level of technical support to Purchasing Entities.
- Vendors will arrange for purchaser training on products and respond to training requests within ten (10) Calendar days. When available the Vendor will provide Continuing Education Credits.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for HSP41 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for HSP41 and can be accessed directly by visiting [PO-16-1080-OSD03-SRC3-00000005168](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that any services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector

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General's Public Procurement Charts at: www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Purchases made through this contract will be direct outright purchase, term lease, reagent rental or cost per test agreements.

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.
- **New Items or bulk pricing:** Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor's Price List or a quantity price is not listed in a vendor's catalog. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Additional items quoted by the vendor per the RFR".
- For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, the purchaser will issue through COMMBUYS [PO-16-1080-OSD03-SRC3-00000005168](#) a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP41 specifying the items and services to be purchased including delivery cost.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by using the [vendor information](#) page, where links to all the vendors MBPO's are provided.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

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When contacting a vendor on statewide contract, always reference HSP41 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment. This is the purchase method for Fisher, Grainer, Government Scientific, McKesson, VWR, and Wilkem.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order. This is the purchase method for AB Sciex, Environmental Express, School Specialty, Immunalysis, Leeds Instruments, Leica, Life Tech, Lipomed, New England Lab, Overbrook, Qiagen, Safety Inc., Siemens, Trans Med USA, and Westnet.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

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For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, issue through COMMBUYS [PO-16-1080-OSD03-SRC3-00000005168](#) a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP41 specifying the items and services to be purchased including delivery cost. This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

New Items or bulk prices: Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor's Price List. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Non-catalog item quoted by vendor per RFR".

Obtaining Quotes

Contract users should always reference HSP41 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, issue through COMMBUYS [PO-16-1080-OSD03-SRC3-00000005168](#) a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP41 specifying the items and services to be purchased including delivery cost. This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.

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- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Product Trials, Pilots, and Demonstrations

- Vendors will work to provide free samples for product review or evaluation trials prior to purchase.
- Vendors will provide at no cost a reasonable level of technical support to Purchasing Entities.
- Vendors will arrange for purchaser training on products and respond to training requests within ten (10) Calendar days. When available the Vendor will provide Continuing Education Credits.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, the following prevailing wage categories include: all construction trades, and moving furniture & equipment.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Delivery – all orders:

Fuel charges or fuel surcharges are prohibited under this Contract.

Delivery - orders subject to an RFQ:

The total quoted price from an RFQ is to include shipping/delivery. The Vendor shall retain ownership until received and accepted by the Purchasing Entity. If a Vendor has an order dropped shipped from a manufacturer or other source within the supply chain to the Purchasing Entity the Vendor retains responsibility for the delivery.

Delivery - orders not subject to an RFQ:

All items will be shipped FOB destination. The term FOB destination shall mean items will be delivered and unloaded at no charge to the Purchasing Entity and that the Vendor shall retain ownership until received and accepted by the Purchasing

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Entity. If a Vendor has an order dropped shipped from a manufacturer or other source within the supply chain to the Purchasing Entity the Vendor retains responsibility for the delivery and all delivery costs.

A Vendor must normally deliver items within seven (7) calendar days of receipt of an order. If a Vendor cannot deliver within seven (7) calendar days the Vendor must notify the Purchaser of the projected delivery date at time of order or during the next business day. Should that date later change the Vendor must notify the Purchaser of a new delivery date.

The minimum order amount for free delivery is \$75.00. In order to receive free delivery a Purchaser must order at least \$75.00 of products on combined daily purchase orders. A Vendor may charge a Purchaser up to \$25.00 for smaller orders but the Purchaser must be informed and agree to the charge prior to shipping.

When an emergency or an express delivery is requested by a Purchaser the Vendor may charge the Purchaser the actual cost of the delivery. The Vendor must inform the Purchaser at time of order that there will be a delivery charge and an estimated cost. The Vendor must if requested by the Purchaser provide a receipt of the delivery charge. An example would be an overnight UPS delivery.

A Vendor must clearly identify to a Purchaser that an item will have a special per shipment handling charge. The Commonwealth recognizes that the charge will vary by the product and in many cases how many items are in a shipping box. An example would be an item that needs to be shipped with dry ice. The handling special handling charge would be the same if there was one (1) item in the shipping box or four (4) items in the shipping box.

A Vendor must clearly identify to a Purchaser that an item will have a Hazmat per shipment charge. The Commonwealth recognizes that the charge will vary by the product and in many cases by how many items are in a shipping box.

A Vendor must notify the Purchaser of a backorder or a delay within twenty-four (24) hours of receipt of an order. Vendors must maintain good ongoing communication regarding the status of a backorder with the Purchaser and identify when delivery can be expected.

Recalls or Notices of Defects:

The purchaser is to receive Vendor notice within 5 days to work together to maintain operations. The purchaser is not responsible for the cost to replace or repair the item.

Returns:

The purchaser may return any item in original packaging and in saleable condition within thirty (30) calendar days of receipt of order unless at time of the order the Vendor clearly stated in writing that an item was not returnable. If a purchaser discovers concealed damage and notifies the Vendor within sixty (60) days of receipt, the item must be replaced or a credit issued. A wrongly shipped item received in error for which the purchaser notifies the Vendor within 60 calendar days of receipt must be replaced, credited, or repaid by check at the option of the purchaser. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

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Additional Information/FAQs

Frequently Purchased Items on the Contract

Products and Services frequently purchased through this contract include all laboratory supplies, equipment including peripherals, furnishings, and related services including: test result reporting, warranties, extended warranties, service & maintenance agreements, general repairs, technological upgrades, the establishment of consumable & reagent agreements for specific instrumentation, training on purchased equipment, and installation/setup/integration into existing systems.

Geographical Service Area

Contractors will be able to provide the requested service(s) throughout the Commonwealth.

Product Specifications, including Environmental Standards and Requirements

All commodities and services sold under this contract must be compliant with all: applicable Federal laws and regulations, and all applicable Commonwealth of Massachusetts Laws and Regulations; and when applicable meet City of Boston Fire Code standards.

Warranties

Manufacturers' warranties apply.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount may be negotiated by buyer if a certain volume of product or service is purchased.
- **Market Share Discounts:** discount may be negotiated by buyer if a certain % of facilities total product(s) or service(s) needs is purchased.

If the Needed Product Can Not be Found

If a product cannot be found in [the vendor's catalog, price sheet or PunchOut], it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may add it to their product offerings without approval of OSD. Contract users should always reference HSP41 when contacting vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value.

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The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor's catalog using the line item "Non-catalog item quoted by vendor per RFR".

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than five (5) years beyond the final termination date of this Statewide Contract. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Strategic Sourcing Team Members

- Jeanne Bein State Police
- Karen Crisafulli Lemuel Shattuck Hospital
- Deanne Daneau Wall Experimental Station
- Gary Fausett State Lab Institute
- Kathy Rufo Tewksbury State Hospital
- Paul Walsh State Lab Institute

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Vendor List and Information*

Vendor	Master Blanket Purchase Order # PO-	COMMBUYS PunchOut	MMARS Vendor Line & Code	Contact Person	Phone #	Email	PPD	MBE, MWBE, WBE, Vet	Awarded Categories
**Conversion Vendor	16-1080-OSD03-SRC3-00000005168	No	N/A	Peter Etzel	617-720-3397	peter.etzel@state.ma.us	N/A		N/A
AB Sciex	15-1080-OSD01-OSD10-00000004268	No	1- VC0000522146	Jennifer Kardos	650-631-2687	jennifer.kardos@sciex.com	1.5%/10,1.2%/15,1%/20,.5%/30		4 & 7
Environmental Express	15-1080-OSD01-OSD10-00000004250	No	2-VC0000786909	Craig Brzostowski	843-284-5527	craigb@envexp.com	None		1 thru 8
Fisher Scientific	16-1080-OSD03-SRC3-00000005179	Yes	3-VC6000229734	Nate Anderson	(781) 296-4722	nate.anderson@thermofisher.com	1%/10		ALL 1 thru 9
School Specialty	16-1080-OSD03-SRC3-00000006628	No	4-VC6000242009	Dan Bliss	508-868-5132	daniel.bliss@schoolspecialty.com	1%/10		ALL 1 thru 9
Grainger	16-1080-OSD03-SRC3-00000005618	Yes	5-VC6000239143	Jose Samayoa	(401) 256-0103	jose.samayoa@grainger.com	None		1 thru 8
Government Scientific	16-1080-OSD03-SRC3-00000005192	Yes	6-VC6000251394	Jeannie Ruiz	800-248-8030	jruiz@govsci.com	None		1 thru 8
Immunalysis	15-1080-OSD01-OSD10-00000004254	No	7-VC0000711118	Kathy Miller	909-451-6675	info@immunalysis.com	2%/15		2, 3, 4, & 5
Leeds	16-1080-OSD03-SRC3-00000006294	No	8-VC0000781714	Terri Barnett	763-398-7113	tbarnett@leedsmicro.com	None		4, 5, & 6
Leica	16-1080-OSD03-SRC3-00000006382	No	9-VC6000221508	Craig Williams	317-402-1196	Craig.Williams@leicaus.com	None		4, & 5
Life Tech	15-1080-OSD01-OSD10-00000004252	No	10-VC6000236935	Kim Wheeler	(570) 426-0971	kim.wheeler@thermofisher.com	None		4, 5, & 7
Lipomed	15-1080-OSD01-OSD10-00000004263	No	11-VC0000611642	Becky Rovinelli	617-577-7222	becky.rovinelli@lipomed.com	5%/10,4%/15, 3%/20		5
McKesson	16-1080-OSD03-SRC3-00000005354	Yes	12-VC6000243176	Caitlin Buron	617-304-1947	caitlin.buron@mckesson.com	1%/10		1 thru 8
New England	15-1080-OSD01-OSD10-00000004253	No	13-VC0000691168	Jon McKenna	781-932-9980	jmckenna@newenglandlab.com	None		4, 5, 6, 8,& 9
Overbrook	15-1080-OSD01-OSD10-00000004255	No	14-VC0000421184	Diane Lynch	617-364-7683	dlynch@overbrookscientific.com	1%/10		4
Qiagen	15-1080-OSD01-OSD10-00000004262	No	15-VC6000265325	Jeffrey Reimers	800-426-8157	Jeff.Reimers@qiagen.com	1%/10		2, 3, 4, 5,& 7
Safety Inc.	15-1080-OSD01-OSD10-00000004260	No	16-VC6000173554	Valerie Clayton	978-532-7330	valerie@esafetyinc.com	2%/10,1.5%/15,1%/20,.5%/30		8
Siemens	16-1080-OSD03-SRC3-00000007845	No	17-VC0000328658	Diane Crawford	302-631-0417	diane.d.crawford@siemens.com	None		3, & 4
Trans Med USA	15-1080-OSD01-OSD10-00000004264	No	18-VC6000175319	Darius Masalehdan	978-649-1970	darius@transmed-usa.com	1%/10	SBPP	2 thru 9
VWR Scientific	16-1080-OSD03-SRC3-00000005193	Yes	20-VC6000264040	Dan Johnson	781-831-4193	dan_johnson@vwr.com	2%/10		all 1 thru 9
Westnet	16-1080-OSD03-SRC3-00000006318	No	21-VC6000180121	Tina McLean	781-828-7772	Tina@westnetmed.com	1%/10	MBE	4, & 7
Wilkem	16-1080-OSD03-SRC3-00000006490	Yes	22-VC0000187260	Jim Wilkie Sr.	401-723-1840	jim@wilkem.com	2%/10	WBE	1 thru 8

* COMMBUYS is the official system of record for vendor contact information. **The Conversion Vendor MBPO is the central repository for contract files.[Price files may be found in the individual vendor's MBPO.]

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